

10 Steps to creating a Child's Record

In accordance with Child Care Licensing regulations: 114-503 (G)

STEP ONE: 114-503 (G)(5)(a)

Child's Legal Name _____ Nickname _____

Birthday ____ / ____ / ____ Date of enrollment ____ / ____ / ____

Current Home address _____

Home telephone number _____

STEP TWO: 114-503 (G)(5)(b)

Full Name of Parent(s) or Guardian(s)

Home phone

Work phone

Home phone

Work phone

STEP THREE: 114-503 (G)(5)(c)

Names of person(s) who can assume responsibility for your child in case of an emergency if the parent(s) or guardian(s) cannot be reached.

Include address and telephone number:

1. _____

Name Phone number

Address

2. _____

Name Phone number

Address

STEP FOUR: 114-503 (G)(5)(e)

Names and address of person(s) who are authorized to take the child from the child care center. Our I.D. verification policy is as follows (*see step 10 for clarity*).

Name Address

Name Address

Name Address

FAMILY CODE WORD _____ (if applicable)

STEP FIVE: 114-503 (G)(5)(d) Health Information:

_____	_____
Name of family doctor/physician or health resource	Telephone Number

Address	

_____	_____
Name of family dentist or health resource	Telephone Number

Address	

Hospital Preference	

STEP SIX: 114-503 (G)(5)(g)

I, _____, authorize _____

to obtain emergency medical treatment for _____, as
stated in the emergency policies of our child care center.

STEP SEVEN: 114-503 (G)(5)(j)

I, _____, agree to the discipline policies of the child care
facility.

X _____ Date: _____

STEP EIGHT: 114-503 (G)(5)(h) & 114-503 (G)(5)(i) IF APPLICABLE:

I, _____, authorize _____

to transport _____, to and from the facility and during
field trips.

I, _____, authorize _____

to allow my child, _____, to participate in swimming
activities.

STEP NINE: 114-503 (G)(7): requires that emergency information for each child shall be easily and immediately accessible while at the center, during transportation, and during any trips away from the premises, and it shall include the following:

Emergency Information for:

Child's Name _____

114-503 (G)(7)(a):

Full Name of Parent(s) or Guardian(s)

Current Home address _____

Contact telephone numbers- please include home, work, and mobile numbers:

114-503 (G)(7)(b): Names of **at least two persons** who have the authority to obtain emergency medical treatment for your child, if the parent(s) or guardian(s) cannot be reached.

Include relationship, address and telephone number:

1. _____
Name Relationship Phone number

Address

2. _____
Name Relationship Phone number

Address

114-503 (G)(7)(c):

Name of family doctor/physician or health resource

Telephone Number

Address

Name of family dentist or health resource

Telephone Number

Address

Hospital Preference

114-503 (G)(7)(d): Provide your child's health insurance information below:

STEP TEN: The following is a collection of policies that must be maintained on site. Each of the policies must be written statements, signed by the parents, acknowledging their acceptance.

Policy for the release of children:

DSS Regulation Number 114-503 F(2) The center shall develop a policy for the release of children, which includes a security system to prevent the inappropriate release of a child to an unauthorized person. This policy shall be communicated with the parent upon admission.

Confidentiality Policy:

DSS Regulation Number 114-503 I(1) The center shall have written policy to safeguard the confidentiality of all records.

DSS Regulation Number 114-503 I(2) A child's record, emergency information, photograph and other information about the child or family and information that may identify a child by name or address is confidential and may not be copied, posted on a web site or disclosed to unauthorized persons, without written consent from the child's parent.

Discipline Policy:

DSS Regulation Number 114-506 B. Discipline and behavior management

DSS Regulation Number 114-506 B(1) The facility's discipline policy shall outline methods of guidance appropriate to the ages of the children. Positive, non-violent, non-abusive methods for managing behavior shall be implemented.

DSS Regulation Number 114-506 B(2) All teacher/caregivers shall sign a facility agreement to implement the discipline and behavior management policy, with a statement that specifies no corporal punishment shall be used except when authorized in writing by the parent(s)/guardian(s); corporal punishment shall not exceed guidelines established in Section 20-7-490(c)(1)(a) through (e) of the Code of Laws of South Carolina, 1976 amended.

DSS Regulation Number 114-506 B(3) Emotional abuse is also prohibited, including but not limited to: profane, harsh, demeaning or humiliating language in the presence of children. Threatening, humiliating, ignoring, corrupting, terrorizing, or rejecting a child is prohibited.

DSS Regulation Number 114-506 B(4) Withholding, forcing, or threatening to withhold or force food, sleep or toileting is prohibited.

DSS Regulation Number 114-506 B(5) Unsupervised isolation of a child shall not be allowed. The child shall be within sight of staff if isolation from the group is used.

DSS Regulation Number 114-506 B(6) The use of children to discipline other children is prohibited.

DSS Regulation Number 114-506 B(7) Children shall not be restrained through drugs or mechanical restraints.

DSS Regulation Number 114-506 B(8) Each child care center has the option to prohibit corporal punishment.

Emergency Medical Treatment/Transportation Policy:

- DSS Regulation Number 114-505 C.** Emergency medical plan
- DSS Regulation Number 114-505 C(1)** The center shall have an emergency medical plan to address the following:
- DSS Regulation Number 114-505 C(1)(a)** Medical conditions under which emergency care and treatment is warranted;
- DSS Regulation Number 114-505 C(1)(b)** Steps to be followed in a medical emergency;
- DSS Regulation Number 114-505 C(1)(c)** The hospital or source of health care to be used;
- DSS Regulation Number 114-505 C(1)(d)** The method of transportation to be used; and
- DSS Regulation Number 114-505 C(1)(e)** An emergency staffing plan.
- DSS Regulation Number 114-505 C(2)** Emergency information for the child shall be taken with the child to the hospital or emergency location.
- DSS Regulation Number 114-505 C(3)** A staff person shall remain with the child at the hospital or emergency location until the parent arrives.

Medication Policy:

- DSS Regulation Number 114-505 D.** Medications or medical procedures
- DSS Regulation Number 114-505 D(1)** Written, signed and dated parental consent is required prior to the administration of any prescription or over the counter medication or administration of special medical procedures:
- DSS Regulation Number 114-505 D(1)(a)** All medications shall be used only for the child for whom the medication is labeled;
- DSS Regulation Number 114-505 D(1)(b)** Medications shall not be given in excess of the recommended dose; and
- DSS Regulation Number 114-505 D(1)(c)** Prescribed special medical procedures ordered for a specific child shall be written, signed, and dated by a physician or other legally authorized healthcare provider.

DSS Regulation Number 114-505 D(3) Medication log:

DSS Regulation Number 114-505 D(3)(a) For each medication that is administered by a staff person, a log shall be kept including the child's name, the name of the medication, dosage, date, time and name of person administering the medication. This information shall be logged immediately following the administration of the medication and a copy provided to the child's parent(s)/guardian(s).

SAMPLE.....

Name: _____ Date ____ / ____ / ____

Medication name _____ Dosage _____

Amount Given _____ Time given ____:____ Amount Given _____ Time given ____:____

Amount Given _____ Time given ____:____ Amount Given _____ Time given ____:____

X _____ Date ____ / ____ / ____
Signature of person administering medication